

Alta Loma School District



Request for Proposals

For

Financial Auditing Services

FISCAL YEARS:

2024-25

2025-26

2026-27

Submissions Due by 2:00 p.m. on December 13, 2024

Alta Loma School District
9390 Base Line Rd.
Alta Loma, CA 91701

ALTA LOMA SCHOOL DISTRICT REQUEST FOR PROPOSALS

NOTICE IS HEREBY GIVEN that the Alta Loma School District, hereinafter referred to as the District, pursuant to Education Code Section 41020, et seq. invites proposals from qualified persons or firms to provide:

1. Annual Financial Audits specified in the Standards and Procedures for Audits of California K-12 Local Educational Agencies by the State Controller of the State of California, and such other publications on school district audit procedures as have been or shall be issued during the period of this contract.
2. Pursuant to Education Code Section 1 (b)(3)(d) of the Article XIII A of the California Constitution, Alta Loma School District also invites proposals from qualified persons or firms to provide financial and performance audit services to the District for the District's construction and modernization projects financed with bond proceeds from the District's Measure "H".

Measure "H" General Obligation (GO) Bond that may fund only the projects included in the District's ballot measure. The District's voters passed Measure "H" on the November 8, 2016 ballot to provide \$58 million funding for multiple construction and modernization projects along with technology upgrades, furniture, and safety projects.

Submission of a response to the Request for Proposals ("Request") should be received at the District Purchasing Department, **no later than 2:00 p.m. on Friday, December 13, 2024**. Late proposals will be rejected and returned to the Auditor unopened. Each response, with one (1) original, two (2) copies, and (1) electronic copy of requested materials, should be in a sealed envelope clearly marked "Request for Proposal for Financial Auditing Services" addressed to:

Alta Loma School District
9390 Base Line Road
Alta Loma, CA 91701
Attn: Kristen Copper, Purchasing Department

The District reserves the right to reject any or all proposals or to waive any irregularities therein. No proposal may be withdrawn for a period of sixty (60) days after the date set for the opening of proposals. The Request for Proposal is available on the District's website, <https://www.alsd.k12.ca.us>

GENERAL INFORMATION

INTRODUCTION

This Request for Proposal (RFP) contains specifications and related documents covering independent audit services for a three-year period beginning with the audit of the year ending June 30, 2024.

The contents of the RFP and subsequent modifications thereto take precedence over any and all information related to audit services for the Alta Loma School District obtained from any source, either by verbal or written communications. This RFP shall not be construed to create an obligation on the part of the District to enter into a contract with any audit firm, or to serve as the basis for a claim for reimbursement for expenditures related to the development of a proposal. This request is an informal solicitation of proposal only. It is not intended, nor is it to be construed as, the engaging in formal competitive bidding pursuant to any statute, ordinance, policy or regulation.

DISTRICT PROFILE

The District encompasses approximately 25 square miles in the northern portion of the city of Rancho Cucamonga and adjoining unincorporated areas in San Bernardino County. The District services Grades TK-8, through eight elementary schools (K-6) and two junior high schools (grades 6, 7, and 8).

The District was originally formed as the Hermosa School District in September 1884, and began classes in September 1885. In 1921 the “new” Alta Loma School was built. The District has provided a quality education for elementary school & junior high school students in this area for well over a hundred years. Its Mission Statement; “The Alta Loma School District, in partnership with parents and community, provides a safe and supportive environment where students develop a solid foundation to become productive, responsible citizens and lifelong learners.”

In November 2016, the District passed Measure H, a \$58 million General Obligation Bond which will fund the projects listed within the District’s Facility Master Plan. The projects generally consist of health and safety/code compliance, infrastructure improvements, technology upgrades, classroom improvements and remodeling, building shell improvements and repairs, site improvements including traffic circulation, heating and air conditioning upgrades/additions, electrical systems, seismic upgrades, and building and room conversions.

In 2024-25, the District enrollment is 5,555 with an unduplicated pupil count of approximately 35%. Student attendance is automated at all grade levels, and the attendance system is maintained using Infinite Campus software.

The District utilizes San Bernardino County Compass Edu formally Financial 2000

software for its business and human resources activities. All financial activity is then uploaded in to the state's Standardized Account Code structure (SACS) for financial reporting. With the exception of ASB, all funds of the District are maintained on San Bernardino County Programs.

In addition to the above, student body funds are to be audited and a Bond Performance Audit is required under separate cover.

INFORMATION

The Alta Loma School District requests three (3) sealed copies (one original and two copies) of the proposal for performance of audits for the fiscal years ending June 30, 2024, 2025, and 2026. This Request for Proposal (RFP) shall be an irrevocable offer for sixty (60) days following the scheduled date for contract award, until accepted or rejected.

QUESTIONS

All questions related to this RFP should be directed to Kristen Copper, Purchasing Department. All communication and questions must be submitted in writing to kcopper@alsd.org. Questions will not be answered by phone. **All questions must be submitted no later than December 6, 2024.** Questions received after the deadline may be answered at the discretion of the District. If it becomes necessary to revise the RFP, an addendum to the RFP will be posted on the District website.

SUBMISSION OF PROPOSAL

The RFP includes documents titled Proposal for Audit, Certificate of Workers Compensation (Attachment A), Assurances Certificate (Attachment B), Statement of Non-Conflict of Interests (Attachment C), Statement of Qualifications and Proposals must be submitted in sealed envelopes with the name and business address of the Auditor, on or before **2:00 p.m. on Friday, December 13, 2024.** Envelopes must be clearly marked "Request for Proposal for Financial Auditing Services." Submission may be made by mail or delivery to:

Alta Loma School District
9390 Base Line Road
Alta Loma, CA 91701
Attention: Kristen Copper, Purchasing Department

Late proposals will be rejected and returned to the Auditor unopened.

REJECTION

The Board of Trustees reserves the right to reject any and all proposals, or any or all items of any proposal, or waive any irregularities of any proposal.

WITHDRAWAL OF PROPOSAL

The Auditor may withdraw their proposal by submitting a written request to Kristen Copper, Purchasing Department at any time before the date and time scheduled for proposal submission. The Auditor may thereafter submit a new proposal before the proposal submission date. Proposals **may not** be withdrawn after the proposal submission date and time.

ASSIGNMENT OF CONTRACT

No contract awarded under this Proposal shall be assigned except with the approval of the Board of Trustees. Any attempted assignment is in violation of this provision and shall be voidable at the option of the Board. The Auditor shall not assign or transfer, by operation of law or otherwise, any or all of this/her rights, burdens, duties, or obligations without the prior written consent of the District.

EXAMINATION OF CONTRACT DOCUMENTS

Auditors shall thoroughly examine the contents of the RFP. The failure or omission of any auditor to receive or examine any contract documents, forms, instruments, addendum, or other document shall in no way relieve the Auditor from obligations with respect to the RFP or to the contract to be awarded. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

If the Auditor discovers any ambiguity, conflict, discrepancy, omission, or other errors in the RFP, he/she shall immediately notify Kristen Copper, Purchasing Department of the error in writing and request modification or clarification of the document. Clarifications shall be given by written notice to all Auditors participating in the RFP without divulging the source of the request for same.

If an Auditor fails to notify the Purchasing Department of an error in the RFP before the date scheduled for submission of proposals, or of any error which reasonably should have been known to him/her, he/she shall submit the proposal at his/her own risk. If the contract is awarded to the Auditor, he/she shall not be entitled to additional compensation or time by reason of the error or its subsequent detection.

FEDERAL OR STATE REGULATIONS

The Auditor's proposal and any contract entered into are subject to all applicable statutes, regulations and orders of the Federal, State or District governments now in effect or which shall be in effect during the period of such contract.

PROPOSAL INFORMATION

In compliance with this request for proposal, the Auditor shall propose and agree to furnish all labor, materials, transportation and services for the work described and specification for the items listed herein. A proposal is subject to acceptance at any time within thirty (30) days after opening of the same, unless otherwise stipulated. Proposals cannot be corrected, altered, signed or withdrawn after public opening.

It is understood and agreed that the Auditor has, by careful examination, satisfied himself or herself as to the nature and location of the work, the character, quality and quantity of the materials to be encountered, the character of equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions and all other matters which can in any way affect the work under this contract. No verbal agreement or conversation with any officer, agent or employee of the District, either before or after the execution of this contract, shall affect or modify any of the terms or obligations herein contained.

If the Auditor is an individual or an individual doing business under a firm name, the proposal must, in addition to the firm name, be signed by the individual; if the Auditor is a partnership, the proposal should be signed with the partnership name by one of the partners; if a corporation, with the name of the corporation by an officer authorized to execute a proposal on behalf of the corporation.

WORKER'S COMPENSATION

In accordance with the provisions of Section 3700 of the Labor Code of the State of California, each Auditor should sign and file with the School District the following certificate before performing the work to be done:

"I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provision before commencing the work to be done under the contract."

The form of such certification is attached hereto and marked **Attachment A**.

INDEMNITY

The Auditor shall indemnify and save harmless the District from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against it by reason of any act of omission of the said Auditor, his or her agents or employees, in the execution of the work or in consequences of any negligence or carelessness in guarding the same.

CHANGES

The District shall have the right to make any changes that may be hereafter determined upon in the nature of dimensions of the work, either before or after its commencement, and such changes shall in no way affect or void the obligations of this contract. If such changes make any change in the cost of the work, an equitable adjustment shall be made by the District to cover the same.

EXTRA WORK

No bill or claim for extra work or materials shall be allowed or paid unless the performance of such extra work or the furnishing of such extra materials shall have been authorized in writing by the District.

EQUAL OPPORTUNITY

The Auditor must be an Equal Opportunity Employer, and shall certify that he or she is in compliance with the Civil Rights Acts of 1964, the State Fair Employment Practice Act, and all other applicable Federal and State laws and regulations relating to equal opportunity employment, including Executive Order No 11246 of September 24, 1965.

DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become the property of the District, and will be returned only at the District's option and at the Auditor's expense. The original copy shall be retained for official files and will become a public record after the date and time for final proposal submission as specified. However, confidential financial information submitted in support of the requirement will be returned upon request.

COMPENSATION

The School District shall pay Auditor an amount not to exceed the maximum cost proposed by Auditor for each audit year the contract is in effect. Payment shall be made upon receipt of itemized invoices.

In accordance with Education Code 14505, the contract will contain provision for a ten percent (10%) withholding clause. The 10% will be released after the District receives a letter from the State directing the District to do so. In addition, a multi-year contract will contain the provision to withhold fifty percent (50%) of the audit fee for any subsequent year if the prior year's audit was not certified as conforming to reporting provisions of the audit guide. The contract will be null and void if the firm or individual is declared ineligible by the State Controller's Office.

TENTATIVE TIME SCHEDULE FOR THIS EVENT

Submit RFP to Auditing Firms	November 19, 2024
Questions Due	December 6, 2024
Deadline for Receipt of Proposals Deliver or Mail to: 9390 Base Line Road, Alta Loma, CA 91701	December 13, 2024 at 2:00PM
Optional Interviews	January 15, 2025
Appointment of Audit Firm by Board	February 19, 2025

INDEPENDENT CONTRACTOR

While performing services pursuant to this Agreement, Auditor is an Independent Contractor and not an officer, agent, or employee of the District.

REGULATORY SANCTIONS

The auditor must clearly indicate in the proposal if the firm has been assessed any sanctions by the state or federal regulatory agencies for deficient work on any California school district audit in the prior three years, plus a statement of the resolution of the deficiency.

ASSURANCES

The auditor must certify that he or she is a properly licensed, certified public accountant, meeting the standards of the GAO Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.

The auditor understands the primary purpose of the examinations as specified herein is to express an opinion on the financial statements and that such an examination is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, the Auditor will promptly advise the Associate Superintendent, Administrative Services.

The auditor shall certify that in accordance with auditing standards and other applicable guidelines and regulations, the Auditor will select the necessary procedures to test compliance and disclose non-compliance with specified laws, regulations and contracts. The form of such certification is attached hereto and marked **Attachment B**.

STATEMENT OF WORK

SCOPE OF THE AUDIT SERVICES

Auditors shall submit a proposal to provide Alta Loma School District with audit services for a period of three (3) years. Said audit services shall include all District funds, student body funds, and a performance audit report for Fund 21 (Measure H) funds.

TECHNICAL STANDARDS

Examination of financial records and statements and audits for compliance shall be made in accordance with the provision of Sections 1625 and 41020 of the Education Code of the State of California and the applicable edition of Standards and Procedures for Audits of California K-12 Local Educational Agencies, prepared by the State Controller's office and Standards for Audit of Governmental Organization, Programs, Activities, and Functions issued by the GAO OBM Circular No. A-133 and A-87 and the Single Audit Act 1984.

All audit services shall be performed in accordance with generally accepted auditing standards as specified in the Statement on Auditing Standards published by the American Institute of Certified Public Accountants, or other appropriate standards that may supersede those previously listed.

WORK TO BE PERFORMED

1. Conduct a comprehensive financial audit of all school district funds and student body funds.
2. Prepare GASB conversion Journal Entries as required by the State Controller's office.
3. Prepare separate (Measure H - Fund 21) financial and agreed-upon procedures report.
4. Prepare written reports relative to any lack of documentation at the conclusion of fieldwork and prior to exit conferences.
5. Hold exit conferences with Administration prior to leaving the District.
6. Prepare a draft of the audit report for discussion purposes prior to finalization of the audit.
7. Prepare draft copy of the MD&A for management review.
8. Attend Board Meeting to present the final audit report in person to the Governing Board of the Alta Loma School District if requested.

STAFFING

The Auditor shall assign professional staff as appropriate to the conduct of the audits. A manager shall be assigned to coordinate the activities of all auditor staff and shall be the liaison between the Auditor and the District. Supervising auditors shall have at least three years prior experience in auditing school district financial records. The Auditor is responsible for assignment of Auditor personnel.

AUDIT REPORTS

Each report must include an opinion relative to the financial and/or compliance portion of the audit. Ten (10) copies, one unbound copy and an electronic copy of the final audit report shall be addressed to the attention of the District. The reports shall be delivered to the Director, Fiscal Services, no later than December 15 of each year. A copy of the audit shall be filed by the Auditor with all required agencies including but not limited to

State Controller’s Office, Division of Audits	One copy
California Department of Education, School Fiscal Services Division	One Copy
Federal Audit Clearinghouse, Bureau of the Census	Two Copies
San Bernardino Office of Education, Chief Business Official	One Copy

STATEMENTS AND REPORTS

All financial statements incorporated into each audit report shall be made pursuant to applicable guidelines as specified in this Statement of Work. Reports on the audit of financial statements must state the scope of the audit and that the audit was performed in accordance with generally accepted auditing principles. Reports of compliance must include a statement that the audit was conducted in accordance with applicable auditing standards. The audit report must state whether the audit disclosed instances of significant noncompliance with laws and regulations. Findings of noncompliance or ineligible expenditures must be presented in enough detail for management of the District to be able to understand the findings and implement corrective action.

STATEMENT OF FINDINGS

The audit shall include a statement of findings and recommendations affecting the financial statements, internal control, accounting, accounting systems, legality of actions, and other instances of non- compliance with laws and regulations, and any other material information.

Prior to the submission of the final draft of the audit report, the Auditor shall meet with appropriate management and staff of the District to discuss and clarify potential findings.

WORKING PAPERS

Working papers shall be retained by the Auditor for a period of three (3) years, unless otherwise specified by the District. Such working papers shall be available for review and audit by the District, representatives of the Federal and/or State governments and other individuals designated by the District.

PROPOSAL FOR AUDIT OF THE ALTA LOMA SCHOOL DISTRICT

Submitted herewith is our proposal to perform the annual audits for the Board of Trustees of the Alta Loma School District for the school years 2024-25, 2025-26, 2026-27.

We propose to conduct the audits and submit the audit reports in compliance with the instructions prepared by the Audits Division, State Controller's Office, State of California, in their publication, "Standards & Procedures for Audits of California K-12 Local Educational Agencies."

Financial Consideration

Proposed below is the maximum fee to be charged for the audit, including out-of-pocket expenses a three-year engagement:

	2024-25	2025-26	2026-27
Independent Audit			
Bond Audit			
Total Base Proposal			

The hourly rates on which the auditing services proposed are based and upon which any early termination billings would be based are as follows:

Position	Hourly Rate
<i>Partner</i>	\$
<i>Audit Manager</i>	\$
<i>Senior Accountant</i>	\$
<i>Junior Accountant</i>	\$
<i>Clerical</i>	\$
<i>Other</i>	\$
<i>Other</i>	\$
<i>Other</i>	\$

Signature

Signature below indicates acceptance/ compliance with all General Requirements and other terms outlined in this Request for Proposal. Exceptions (if any)

The representations made herein are made under penalty of perjury.

Attested on this _____ Day of _____ 2024, State of California

Signature of Authorized Agent

Name of Firm

Print Name & Title of Agent

Address

Telephone Number

City State Zip Code

Email Address

Statement of Qualifications

Name of Firm: _____

Address: _____

Telephone: _____

E-Mail: _____

Information on the size and organizational structure of the firm:

Name of Partner who will have primary responsibility for the audit:

Names of Personnel, with their classifications and years of experience, who will be assigned to the audit:

Name

Classification

Statement of Qualifications-continued

List of California school district audits the firm has performed or is under contract to perform (indicate those audits performed by the local office and fiscal year(s) audited). Include primary contact information.

Indicate the experience of the firm's staff members who will be assigned to this audit in the areas of California and other school district audits or governmental agency audits.

List the schedules, worksheets, or other documentation that you will require District staff to prepare and/or provide in order to facilitate the audit.

NOTE: If attachments are required, clearly identify the Statement of Qualifications that the attachment refers to.

ATTACHMENT A

CERTIFICATE OF WORKER'S COMPENSATION

Instructions:

Per Article 5 (commencing at Section 11860), Chapter 1, Part 7, Division 2 of Labor Code, this certificate must be signed and filed with the District *prior to* performing any Contract work.

Reference to Labor Code Section 3700:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

1. By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.
2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees."

Auditor's Certification

I am aware of the provision of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the work to be done under the contract.

Signature

Date

Print Name & Title of Authorized Agent

Name of Firm

**ATTACHMENT B
ASSURANCES CERTIFICATE**

The Auditor understands the primary purpose of the examinations as specified herein is to express an opinion on the financial statements and that such an examination is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, the Auditor will promptly advise the Chief Business Officer.

The Auditor hereby certifies that in accordance with auditing standards and other applicable guidelines and regulations, the Auditor will select the necessary procedures to test compliance and disclose noncompliance with specified laws, regulations and contracts.

The Auditor hereby certifies they are a properly licensed, certified public accountant meeting the standards of the GAO Standards for Audit of Governmental Organization Program, Activities and Functions.

Signature

Date

Print Name & Title of Authorized Agent

Name of Firm

ATTACHMENT C
Statement of Non-Conflict of Interest

The undersigned, on behalf of the firm set forth below (the “Consultant”), does hereby certify and warrant that, if selected, the Consultant while performing the audit services required by the Request for Proposal, shall do so as an independent contractor and not as an officer, agent or employee of the Alta Loma School District (the “District”). The undersigned further certifies and warrants that:

1. No officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years;
2. The Consultant has not been a source of income to pay any employee or officer or the District within the past twelve (12) months;
3. No officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the RFP and master agreement or shall become directly or indirectly interested financially in the master agreement; and
4. The Consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the master agreement should the Consultant aid, abet or knowingly participate in violation of this statement.

Signature: _____

Printed Name: _____

Title: _____

Firm: _____

Date: _____